



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
VICTORY SUPPORT BATTALION
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-VSB-SD

27 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy # 7 - **Awards**

1. It is the intent of this command that Soldiers be awarded for meritorious service or achievement. The following guidelines will be used to recognize outstanding performance:

- a. Recommendations for awards must be based on specific achievements.
- b. Awards are a privilege, not a right.
- c. The conduct of the soldier both on and off duty must be considered with job performance.
- d. Awards for meritorious service (end of tour awards) will be based on the Soldiers' level of responsibility and manner of performance, not on rank.


2. Awards must be submitted to the company IAW the following schedule:

- | | |
|--|---------|
| a. Letters of Appreciation or Commendation | 7 days |
| b. Certificate of Achievement | 7 days |
| c. Army Achievement Medal | 30 days |
| d. Army Commendation Medal | 60 days |
| e. Meritorious Service Medal | 90 days |

3. Any event used to justify an achievement award may not be used as a bullet on a service/end of tour award. End of tour awards will be done IAW Battalion S-1 guidelines.

4. All awards will be submitted through company admin clerk. Awards will be submitted on a disk.

5. The point of contact for this memorandum is the undersigned at 803-751-5305.


GINA M. FERGUSON
CPT, SC
Commanding